

# SENDING RECORDS TO THE HARRIS COUNTY RECORDS CENTER

## What Types of Records Can Go to the Records Center?

The Records Center will accept records if they are:

- Inactive
- Primary copies
- Labeled and boxed properly
- Not past their retention periods
- Have approved retention periods

## Where to Get Storage Forms and Boxes

Records Center Storage Forms – An electronic version can be found on this web site.

Storage Boxes – See list of approved boxes on this website

## How to Fill Your Boxes

Boxes will be picked up only if they are filled properly. Please fill your boxes as follows:

- Pack records in a manner that offers convenience of access, efficiency and safety.
- Pack boxes as though they are file drawers and in a logical order (e.g., numerical or alphabetical).
- All files shall face to the front of the box. Leave approximately 1.5 inches in the container to allow for easy servicing.
- Do not include files with different retention periods in the same box.

Boxes that are torn, overstuffed, bulging, labeled incorrectly or are not sealed with a seated lid **will not be picked up**.

## Filling Out a Storage Form

The records management staff will review the storage form before the boxes are scheduled for pick up.

- Include the name of the Office of Record/Section on the “OFFICE” line.
- Place the number of each box in the “BOX NUMBER” column.
- Include a brief description of contents in the “CONTENTS” column. You need to include the **date** the last file was completed or closed out.
- Sign the bottom of the form and provide a telephone number.

### **When Will the Boxes Be Picked Up?**

Once the storage form have been reviewed and approved, the Records Center will notify your office of your pick up date. The pick up may take in excess of four weeks due to space availability.